

COUNCIL COMMUNICATION

TO THE CITY COUNCIL

DATE: January 21, 1987

NO.

FROM THE CITY MANAGER'S OFFICE

SUBJECT: CLASS SPECIFICATIONS AND COMPENSATION ADJUSTMENT FOR
COMMUNITY CENTER DIRECTOR

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council approve the class specification for Community Center Director, and adopt Resolution No. 87-16 providing for a total compensation range for this class of \$2,650 to \$3,205 per month.

BACKGROUND INFORMATION: It has been brought to my attention that a position in the City work force that merits review and action at this time is that of Community Relations Assistant. This is a distinctly unique position, non-existent on the staffs of virtually every other public agency in the State. The significance of the efforts of the Old Union High School Site Foundation, to which the incumbent provides staff support, and the long-term benefits to the community of this volunteer campaign (Hutchins Street Square), take the position of Community Relations Assistant out of the ordinary.

In reviewing this position and its place in the organization, we have determined that there exists no class specification for Community Relations Assistant. The first order of business is to approve a class specification for this position. Accordingly, one has been prepared and is attached (Exhibit A). The City Council will note that the recommended class title is changed to Community Center Director. This title is much more descriptive of the duties of the position. The second phase of this review centered on compensation. Since the position is an unusual one, it has been impossible to gather compensation from other public agencies. When the City-wide, comprehensive classification and compensation study was performed by the firm of Ralph Andersen & Associates in 1983, attention was directed to this position at the request of the City Manager. That analysis produced the following observations:

- "The position requires substantial knowledge of public relations and program management, including fund-raising, communication skills and administrative skills. The incumbent must have specific knowledge of the City and the Community center program (facilities, support groups and user groups) to perform its duties."
- "It (the position) has extensive informal supervisory duties in the coordination of volunteers related to the Community Center project. The position is the primary City contact and coordinator for center programs and fund-raising events."
- "The position works with substantial independence and makes frequent programming decisions related to Community Center activities. As staff to the Foundation, the position is frequently called upon to effectively recommend actions for the Foundation and Center. Special projects also are performed independently with a variable amount of decision-making required in each project."

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- . "Working relationships are numerous and diverse."
- . "The logical placement of this position is with the City Manager's office."

This analysis included a recommendation that the compensation be tied to either the class of Administrative Assistant or Recreation Supervisor. The City opted for equating this class with that of Recreation Supervisor. In view of the scope of the duties and responsibilities assigned, it now seems more appropriate to equate this position from a compensation standpoint to that of Recreation Superintendent. This would establish a "control point" for the Community Center Director position of \$2,915 per month. It is a rate that fits comfortably into the City's overall compensation plan. I would further recommend that this adjustment be achieved in two steps as follows:

Control point of \$2,725 effective the pay period beginning
January 26, 1987
Control point of \$2,915 effective the pay period beginning
July 27, 1987

This will be established with the adoption of Resolution No. 87-16
(Exhibit B).

There is little doubt that were the City to face a recruitment to fill this position, we would be looking at an advertised "control point" in the neighborhood of \$3,000 per month. The incumbent is key to the continued success of the Hutchins Street Square project and should be compensated at a rate at least equal to that we would need to set should such a recruitment become necessary. This is not to imply that the incumbent is planning to leave the City of Lodi now or in the near future. Rather, I make the recommendations herein based on what I believe is fair at this time.

I will be pleased to answer any questions Councilmembers may have.

Respectfully submitted,


Thomas A. Peterson
City Manager

TAP:br

attachment

RESOLUTION NO. 87-16

RESOLUTION APPROVING ACTIONS ASSOCIATED WITH THE CLASS OF
COMMUNITY CENTER DIRECTOR

RESOLVED, that the City Council of the City of Lodi does hereby approve the class specifications marked Exhibit "A" for the class of Community Center Director.

BE IT FURTHER RESOLVED, that the City Council of the City of Lodi does hereby establish the following salary range for the class of Community Center Director:

\$2,650 to \$3,205

BE IT FURTHER RESOLVED that the City Council of the City of Lodi does hereby declare the Community Center Director to be a Management position.

Dated: January 21, 1987

I hereby certify that Resolution No. 87-16 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 21, 1987 by the following vote:

Ayes: Council Members - Olson, Pinkerton, Hinchman,
Snider, and Reid (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reincke
City Clerk

COMMUNITY CENTER DIRECTOR

DEFINITION

Assumes responsibility for a wide range of activities associated with the creation and implementation of a comprehensive fund development program to support the City's Community Center. Plans and schedules activities in support of Community Center rehabilitation efforts; recommends and implements policies and procedures for Community Center development and operation.

DISTINGUISHING CHARACTERISTICS

This position works directly with the City Manager in the performance of coordinating fund raising activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct supervision of assigned clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develops, directs, organizes and maintains a fund development program to include the coordination of fund development procedures.

Acts as a liaison between the City and the Old Lodi Union High School Site Foundation to provide coordination for development of the Community Center.

Establishes and maintains communications with members of the City's administrative staff, City department heads, the Foundation Board of Directors, donors and other appropriate public agencies and citizenry.

Assists in the recruitment and direction of volunteers needed to implement assigned fund raising programs.

Coordinates and produces major fund raising and community awareness campaigns.

Supervises the organization and maintenance of a comprehensive donor/prospect information system.

Creates and writes proposals, letters and other materials needed for prospect solicitation.

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EXAMPLES OF DUTIES (continued)

Solicits major gifts.

Acts as liaison and coordinates activities of Lodi Senior Citizens Commission.

Attends conferences, meetings and participates in various organizations and committees pertaining to fund raising and Community Center operations.

Coordinates Community Center programs and activities.

Speaks to community groups on behalf of the Community Center development and operation.

Maintains program records; evaluates programs.

Compiles materials and prepares and/or assists in the preparation of reports, manuals, publications and news releases.

Researches, develops, reviews and prepares grant applications including monitoring existing programs for compliance with regulations.

Represents the City in community and professional meetings as required.

Supervises and evaluates subordinate personnel.

Works with personnel in the City Manager's office and other departments on significant, specialized projects.

Assists in budget development and administration.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of program planning and implementation.

Basic administrative processes such as purchasing, inventory control and scheduling.

Fund raising techniques.

Public contact practices and techniques.

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QUALIFICATIONS (continued)

Ability to:

Establish and maintain effective working relationships with a variety of individuals.

Assume responsibility for major special assignments.

Take responsibility ~~for complete~~ program administration.

Communicate clearly, orally *and* in writing.

Coordinate major fund *raising* campaigns.

Exercise initiative and creativity while *working* independently in Community Center *project* planning.

Plan and organize workload for efficient *and* effective use of time.

Supervise and coordinate the work of community volunteers by assigning, overseeing and reviewing *work*.

EXPERIENCE AND EDUCATION

Any combination of experience and education *that* would likely produce the qualifying knowledge *and* ability. A typical combination is:

Experience :

Four years of successful experience in *sane* phase of fund development program management, *and* demonstrated ability to work successfully *with* volunteers and community groups.

Education:

A Bachelor's *Degree* or its equivalent from an accredited college or university with major course work in Community Service and Public Affairs, *Communications, Management, or a closely related field.*

Licenses and Certificates

Possession of a valid Driver's License issued from the California Department of Motor Vehicles.